

Caring and Family Leave

Parental Leave

Parental leave applies to both parents. You will be eligible for unpaid parental leave if you have been continuously employed by us for at least one year and are the parent (named on the birth certificate) or acquired formal parental responsibility of a child with disabilities who is under 18 years old. You are entitled to a maximum of 18 weeks in total unpaid leave (in respect of each child) which may be taken before the child is 18 years old. Parental leave may be taken in blocks of one day upwards to a maximum of four weeks in each year.

You must, unless it is not practicable, give us at least 5 working days' notice of taking parental leave. We can postpone parental leave for up to 6 months (e.g. for business reasons). During periods of parental leave, you are entitled to terms and conditions of employment relating to notice, compensation in the event of redundancy and disciplinary and grievance procedures.